



COMMONWEALTH of VIRGINIA

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MEMORANDUM

To: Agency Fiscal Officers

From: Lora L. George
Director, State Payroll Operations and Charge Card Program Administration

Subject: American Express Travel Charge Card Program – Delegation of Authority

In June of 2004, a joint memorandum was distributed from David Von Moll, Comptroller, Department of Accounts and Ron Bell, Director, Division of Purchases and Supply/Department of General Services entitled American Express Travel Charge Card Program. That memorandum referenced deficiencies in administration of the Commonwealth's Travel Charge Card Program as identified by the Auditor of Public Accounts. Effective today, the Department of Accounts has assumed all administrative responsibilities for the Travel Charge Card Program.

The initial concentration in program administration enhancement will be to review and improve compliance with Travel Charge Card Program rules and regulations. In partnership with each agency's Program Administrator, a review of outstanding card usage must be performed in order to eliminate inactive cards and suspend or remove card access for delinquent accounts.

To establish a network for improved program oversight, the following actions must be taken.

Appoint an Agency Travel Charge Card Program Administrator (TPA)

Per CAPP Topic 20336, Agency Travel Processing, each agency is required to appoint a primary Travel Charge Card Coordinator or TCCC. TCCC is now being replaced *with Travel Program Administrator or TPA*. CAPP 20336 is being revised to include additional guidelines and instructions. Among those is the requirement of agencies to appoint both a TPA *and* a backup TPA. Enclosed is the *revised* Travel Charge Card Delegation of Authority Form. This form must be completed for both the primary and backup TPA's with the corresponding check box indicating each individual's role. The Delegation of Authority form includes an inventory of the "Duties and Responsibilities" of the TPA inclusive of tasks which can be performed using [Amex@Work](#). **This form must be completed and returned by May 16, 2005.** Any agency not complying with this requirement may be identified in the Quarterly Report on Statewide Financial Management and Compliance and may lose eligibility to participate in the program – **without** alternative cash advance privileges. Agencies will be required to verify and modify, if necessary, the information on these forms annually.

Require Online Training for TPA's and Cardholders

The Department of Accounts is finalizing online training courses for TPA's and cardholders. These courses will outline the duties and responsibilities of the TPA or cardholder and demonstrate tools available to perform these tasks. These courses will be in the form of PowerPoint presentations and will be available on DOA's Travel Charge Card Program website by the end of April. You will be notified when these are completed. **All TPA's and cardholders will be required to review their relevant training courses annually and documentation of course completion must be maintained on file. Noncompliance may result in the TPA or cardholder losing all travel charge card privileges.**

Obtain Access to Amex@Work

Each TPA and their designated backup will be required to obtain access to Amex@Work. This application provides monthly reports to aid in identifying delinquent accounts or unauthorized transactions as well as a biannual report on inactive accounts. Access to Amex@Work allows the TPA to proactively review cardmember charge activity, identify inappropriate charges, and cancel inactive cards. **Delinquent and inactive accounts result in higher costs to the contractor and ultimately threaten the viability of the Commonwealth's travel charge card program.**

Review and Validate Inactive Cards

A list of inactive cards for your agency is available by sending an email to travel@doa.virginia.gov. The TPA must review and validate this list of inactive cards. All cards identified on the list will be cancelled unless sufficient justification is provided in writing by May 16, 2005. **The altered list may be returned to travel@doa.virginia.gov or faxed to (804) 225-3499.**

It is the responsibility of each TPA to ensure that travel charge card policies are enforced. Employees should be reminded that AMEX travel cards are to be used for state authorized travel purposes only, not personal expenditures. Employees who make personal purchases, and/or do not pay balances timely, should have their cards cancelled and cash advance privileges denied.

The Travel Charge Card Program has a new web page. It is located on DOA's website under Payroll Operations and Charge Card Administration. The link is provided below and should be bookmarked for future reference.

<http://www.doa.virginia.gov/procedures/Payroll/Travel%20Charge%20Card%20Program/TravelChargeCardProgram.htm>

Questions may be directed to Valerie Smith, Charge Card Project Analyst, at (804) 371-7804 - Valerie.Smith@doa.virginia.gov or Danita Barnes, Charge Card Analyst, at (804) 371-4350 - Danita.Barnes@doa.virginia.gov.